

APPLICATION FOR NUTRIENT MANAGEMENT CERTIFICATION

Mail To:

Department of Conservation & Recreation
Division of Soil and Water Conservation
P. O. Box 1425
Tappahannock, VA 22560
Phone: (804) 824-1573
FAX: (804) 443-4534

Application Fee \$100.00

Enclose check or money order **Payable** to "**Treasurer of Virginia**"

For Agency Use Only 9/30/22

Date App. Rec'd _____

Check Number _____

Check Date _____

DCR Receipt _____

DCR Date _____

Exam Date _____

1. NUTRIENT MANAGEMENT CATEGORY

☐ Ag ☐ Turf & Landscape

Are you currently a certified VA NM Planner? ☐ Yes ☐ No If yes, Certification # _____

2. APPLICANT

Name: _____

Address: _____ Phone #: _____

City State Zip

E-Mail Address 1: _____ Email Address 2: _____

3. EMPLOYMENT/BUSINESS INFORMATION

a. Present Employment

Agency or Business Name: _____ Employment Date: _____

Address: _____

City State Zip

Phone #: _____ Mobile #: _____

Position Held: _____ Supervisor: _____

Describe Job responsibilities/daily activities: _____

Nature of work (check as many as apply): Sales, Application or Permitting of Ag or Turf: ☐ Fertilizer

☐ Biosolids ☐ Manure; ☐ Crop Consultant; ☐ Private Consultant; ☐ Farming; ☐ Superintendent/Athletic

Field Director; ☐ Turf Maintenance; ☐ SWCD; ☐ Government Agency: _____;

☐ Other _____

b. Former Employment

Agency or Business Name: _____ Dates _____ to _____
(mo/yr) (mo/yr)

Address: _____

City State Zip

Phone #: _____ Position Held: _____

Supervisor: _____ Describe Job responsibilities/daily activities: _____

Nature of work (check as many as apply): Sales, Application or Permitting of Ag or Turf: ☐ Fertilizer
☐ Biosolids ☐ Manure; ☐ Crop Consultant; ☐ Private Consultant; ☐ Farming; ☐ Superintendent/Athletic
Field Director; ☐ Turf Maintenance; ☐ SWCD; ☐ Government Agency: _____;
☐ Other _____

- 4. CERTIFICATION OPTIONS** – See Explanation of Nutrient Management Related Education and Experience attachment when filling out the next three sections. Your application will be evaluated based on the Option you select.

☐ **Option 1. Applicant requires only to successfully pass the Virginia Nutrient Management Examination to meet CCA requirements only, and does not want to be a Certified Virginia Nutrient Management Planner.**

If you have selected Option 1 you will **not** be eligible for certification. You do not need to complete the rest of the form, sign here, and return to address on front of form.

Signature

Date

See Eligibility Requirements under §4 VAC 5-15-40 of the Nutrient Management Training and Certification Regulations when filling out the next two sections.

☐ **Option 2. Applicant is applying to become a Certified Virginia Nutrient Management Planner.**

☐ Ag ☐ Turf & Landscape

If you have selected Option 2, please complete the entire form.

☐ Ag ☐ Turf & Landscape

☐ **Option 3. Applicant holds a valid Nutrient Management Certificate from Maryland or Pennsylvania and is applying to become a Certified Virginia Nutrient Management Planner.**

If you have selected Option 3, please include a photocopy of your current certificate, skip Section 5 (Education and Training Related to Nutrient Management.) You will need to complete Sections 6-8.

5. EDUCATION AND EXPERIENCE

a. Higher Education

College or University/City: _____

Years Completed _____; Degree & Major Field of Study _____

_____ Date Graduated: _____

College or University/City: _____

Years Completed _____; Degree & Major Field of Study _____

_____ Date Graduated: _____

Please attach a photocopy of college transcripts if you are using your degree as criteria for eligibility determination. See Section 4 VAC 5-15-40.

b. Training Related to Nutrient Management. Include training you will have completed before the Nutrient Management Certification Exam, especially if that training is needed to meet the education requirement.

Title: _____ Sponsor: _____

Location: _____ Date(s): _____

Total Hours of Instruction: _____

Title: _____ Sponsor: _____

Location: _____ Date(s): _____

Total Hours of Instruction: _____

Title: _____ Sponsor: _____

Location: _____ Date(s): _____

Total Hours of Instruction: _____

c. Additional Nutrient Management Experience

Experience

Agency or Business Name: _____ Phone #: _____

Address: _____

City

State

Zip

Position Held: _____ Supervisor: _____

Employed from: _____ to _____

Describe Job responsibilities/daily activities: _____

Additional Nutrient Management Experience (Continued)

Agency or Business Name: _____ **Phone #:** _____

Address: _____
City State Zip

Position Held: _____ **Supervisor:** _____

Employed from: _____ **to** _____

Describe Job responsibilities/daily activities: _____

Use this space for any additional information that is related to Nutrient Management which may assist us in determining your eligibility to become a certified planner: _____

6. Have you ever been convicted of a felony? ☐ Yes ☐ No
7. **Verification of Nutrient Management Experience** – See attached Employment Verification Form.
8. I hereby apply for nutrient management certification in accordance with the provisions of §10.1-104.2 of the Code of Virginia, agree to comply with the Nutrient Management Training and Certification regulations, and certify that the above information is true and accurate to the best of my knowledge.

Applicant's Signature Date

VERIFICATION OF NUTRIENT MANAGEMENT EXPERIENCE

The work experience of an applicant for nutrient management certification must be verified by a current or past employer as part of the application form. Complete this form even if you are self-employed.

EMPLOYMENT VERIFICATION

I certify that _____ is/was employed by
_____ and his/her duties are/were related to
(Name of business or agency)
nutrient management planning.

Position held: _____ From: _____ To: _____
month/year month/year

Supervisor (Please Print)

Supervisor Signature, Title

Phone #

Date